

<b>City of Oregon City</b>		<b>Position Description</b>
Position: Parks & Cemetery Manager		Management
Department/Site: Parks and Recreation		FLSA: Exempt
Evaluated by: Parks & Recreation Director		Salary Grade: 130

### **Classification Summary**

This position reports to the Parks & Recreation Director and is responsible for overseeing the maintenance, construction, and improvement of City parks, cemetery services, and natural resources. This role involves guiding and supervising the work of teams, individuals, and outside contractors to ensure that all initiatives and projects are executed smoothly and efficiently. The objective of this role is to lead and exercise oversight of all projects and activities within the division, including highly complex capital projects, and to coordinate sustainable maintenance and growth of city park assets and land. Areas of responsibility include planning and coordinating year-round park services, oversight of the division budget, and working closely with other district divisions, local/state agencies, and community organizations.

### **Distinguishing Characteristics**

The Park and Cemetery Manager is a first-line management position. It contains a business office / revenue-generating component at the Cemetery office. This position is accountable for the appearance, utility, and safety of the City Cemetery and all City parks, grounds, and related facilities. Advancement to this position is through appointment and compliance with the stated qualifications.

### **Typical Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the responsibilities or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:*

- Plan, direct, supervise, and evaluate the work of park/cemetery maintenance and office staff. Participate in planning for short and long-range projects, then prepares, implements, and monitor work plans to achieve operational goals.
- Develop, implement, and administer programs, policies, guidelines, and procedures related to the construction, maintenance, modification and improvement of the City's parks, cemeteries, and related facilities.
- Research new trends, methods, materials, and equipment, such as turf management, irrigation, and the care and maintenance of landscaped areas, recommending improvements to parks and cemetery staff efficiency and productivity.
- Conduct ongoing inspections of city park/cemetery facilities for needed maintenance, upgrading, or reviewing the scope of work order requests or complaints. Identify issues, analyze problems, and work collaboratively with staff and internal customers.
- Participate in preparing project specifications, drawings, and plans to purchase supplies, materials, equipment, and services.
- Manage the Cemetery office and operations. Coordinate with mortuary facilities to schedule the dignified internment of human remains, intern human remains, prepare crypts, niches, and ground burial sites, sell burial sites, sell, and set headstones and markers, and may meet with grieving, distressed family members.

- Prepare requests for proposals (RFPs), identify, and approve independent contractors, establish standards for construction and maintenance projects, and inspect work-in-progress and results for compliance with specifications. Monitor contracts for services, including creating & monitoring purchase orders.
- Provide technical consulting to staff, other departments, and the community on landscaping and landscape maintenance.
- Direct, oversee, and develop section budget, forecasting additional fund needs for park and cemetery operations.
- Represent the Parks and Recreation Department when interacting with other departments, public agencies, community organizations, and individuals. May coordinate and assist the efforts and activities of community volunteers.
- Assure that park and cemetery maintenance staff employ safe work habits, use of, documentation, and disposal of hazardous materials. Ensures the safety of parks, cemeteries, and related facilities. Ensures that staff receive or personally provide training, to perform specific work.
- Develop long-range vision and operational goals in conjunction with the Parks and Recreation Advisory Committee, and the City Commission; research and evaluate new information, trends, and development in other agencies; prepare reports and make presentations on policy alternatives and the impact on maintenance programs and facility operations.
- Seek alternate funding sources; develop and implement funding strategies; obtain sponsorships; write grants; administer and revise contracts and agreements for services.
- Market and promote Parks programs and services to the larger community; develop and maintain ongoing market research and promotional strategy to generate interest in services; conduct public speaking.
- Perform other duties as assigned that support the overall objective of the position.

## **Minimum Qualifications**

### **Knowledge**

- Principles, practices, techniques, and equipment used in the construction, maintenance, and improvement of parks, cemeteries, and related facilities.
- Computer proficiency and office-related productivity software
- Methods, techniques, materials, and supplies used in turf management, landscaping, and facility construction and repair.
- Construction management principles and practices.
- Budget preparation and administration process.
- Principles of supervision, training, and performance evaluation.
- Pertinent codes and regulations affect grounds and facilities' access to and safety.
- Safety and environmental health programs.
- General knowledge of horticultural & arboricultural industry standards & practices.

### **Skills and Abilities to**

- Plan, develop, and maintain programs and projects for the successful operation of the department.
- Organize and sequence projects and routine maintenance tasks to effectively use available staff and resources.

- Analyze and evaluate programs, projects, and operational needs.
- Manage the work activities of field and office staff in a manner that optimizes service delivery.
- Coach, mentor, evaluate, and discipline staff.
- Handle pressure and/or difficult situations in a calm and defusing manner.
- Facilitate consensus among stakeholders, and exercise sound judgment.
- Operate and demonstrate the use of vehicles, equipment, and tools used in the maintenance and operations of City parks and cemeteries.
- Read, understand, and interpret plans, blueprints, and specifications for park projects and the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids.
- Write clear and concise reports, letters, and other written materials, requests for proposals.
- Interpret and follow all rules, laws, codes, and regulations governing maintenance work and use of public parks.
- Make public presentations.
- Prepare budgets.
- Track and record expenditures.
- Prepare and keep clear, complete records and logs of activity, including staff performance.
- Organize work and building an effective team to respond to high-volume service requests.
- Use sufficient math skills to prepare cost estimates and evaluate budget line items.
- Work cooperatively with the public and stakeholders, work as a contributing team member, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

### **Education, Training, and Experience**

The position requires an associate degree with significant coursework in park management, landscape architecture, botany/horticulture, forestry management, or a closely related field. Requires five years of increasing responsibility in the construction, maintenance, and operation of community parks with three years in a supervisory capacity.

### **Other Requirements**

- Requires the ability to pass a criminal background check.
- Requires a valid driver's license.

Required within six months of employment:

- Public Pesticide Applicator License (Oregon Dept of Agriculture)
- Irrigation Designer Certificate (Irrigation Association)

Required within one year of employment:

- Commercial Driver's License

The Parks and Cemetery Manager may be required to work some evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals, attending meetings or activities outside normal working hours. Occasional response to emergency conditions during off-hours.

### **Working Conditions/Physical and Mental Demands**

Requires the ability to function indoors in an office environment and outdoors engaged in work of a physically active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, and finger dexterity to operate standard tools for building construction and maintenance, operate rolling stock, and use a computer keyboard and other office equipment. May require the ability to lift from the floor, waist, or overhead objects up to 75 pounds occasionally. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, and read written materials, blueprints, plans, and schematics. Requires auditory ability to carry on conversations in person and over the phone, including projecting voice in noisy work settings. Work is performed indoors, where minimal safety considerations exist, and outdoors where exposed to adverse working conditions, including work in inclement weather, especially during emergency winter and flood events.

*This job/class description describes the general nature of the work performed, representative duties, and the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required for the job.*